

DISTRICT OF COLUMBIA AIR NATIONAL GUARD VACANCY ANNOUNCEMENT

POSITION TITLE, SERIES, GRADE, & NUMBER	SALARY RANGE	AREA OF CONSIDERATION
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****THIS IS A DUAL TECHNICIAN/AGR ANNOUNCEMENT****

MILITARY PERSONNEL TECHNICIAN	TSgt	GROUP III or
GS-0204-06, F9584000	\$26,966 - \$35,051	Current on-board AGR

TECH AREA(S) OF CONSIDERATION: GROUP I - Individuals currently employed (permanent and indefinite) in the DCARNG/DCANG.
 GROUP II - Individuals who are currently military members of the DCARNG/DCANG.
 GROUP III - Individuals who possess the necessary qualifications for the military membership in the DCARNG/DCANG.

AGR AREA OF CONSIDERATION: AGR - RESOURCE AVAILABLE (See (B) Instructions for Applying)
 CURRENT ON -BOARD AGR-AGR personnel currently serving under TITLE 32 USC 502 (f)

ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE
TECHNICIAN: 01-073	17 JUN 01	Open Until Filled
AGR: 01-488		

SUBMIT APPLICATIONS TO:	<u>TYPE OF POSITION</u>	<u>TYPE OF APPOINTMENT</u>	<u>BRANCH OF SERVICE</u>
HUMAN RESOURCE OFFICE			
DC NATIONAL GUARD	EXCEPTED	ENLISTED	ANG
2001 East Capitol Street	OR		
Washington, DC 20003-1719	AGR		

WORK LOCATION	**Relocation expenses will not be paid**
HQS, DCANG	**Those who applied under vacancy number
ANDREWS AFB, MD	#01-066/477 need not reapply**

CONDITION OF EMPLOYMENT:

***National Guard Membership:** Prior to appointment to this position, selectee must be a member of the District of Columbia AIR National Guard.

***Electronic Funds Transfer:** Selectee is required to participate in electronic funds transfer/direct deposit.

***Military Duty Assignment:** Selectee will be assigned to a compatible military position in the following AFSC or SSI specialties: **3SX01, 3S0X0, 3A0X1**

INSTRUCTIONS FOR APPLYING: Submit applications for Federal Employment by using either **OF 612 or SF 171**. Technicians currently employed by the District of Columbia National Guard may submit SF 172 (if a current SF 171 is on file). ****SF 171 dated prior to Jun 88 will not be accepted.** All applications must contain applicant's current unit of assignment, MOS/SSI and military grade. **Applications mailed at government expense will not be accepted by this office.** Applications for this announcement **must** be submitted to the HRO on or before 1600 hours on the closing date. ****TO BE CONSIDERED FOR THIS POSITION THE KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER ****

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and Air National Guard Regulation 40-1613.

EVALUATION PROCESS: Applications will be evaluated solely on information supplied in the application (SF 171, OF 612). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.

Any questions regarding this vacancy announcement may be referred to SPC Cheryl Bell Personnel Staffing Specialist, at 202-685-9760 or DSN 325-9760 or SSgt Amanda Potts Personnel Assistant, at 202-685-9780 or DSN 325-9780.

AN EQUAL OPPORTUNITY EMPLOYER

01-073/01-488 MIL PERSONNEL TECH, GS-0204-06, F9584000

INSTRUCTIONS FOR APPLYING:

A. TECHNICIANS: Submit optional application for Federal Employment (OF 612), or SF 171. Technicians employed by the DC National Guard may submit a SF 172 if they have a current SF 171 on file. SF 171's dated prior to Jun 88 will not be submitted. ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

B. AGR: (a) Applicants must submit a NGB 34-1's, a Report of Individual (RIP) and DD Form 214 (for all periods of service) (if applicable) to: Human Resource Office, 2001 East Capitol Street, Washington, DC 20003-1719. All applicants must contain current military assignment, grade, and primary control, secondary AFSC's. (b) Failure to submit any or all items listed above may result in nonconsideration of your application for the position. ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

BRIEF DESCRIPTION OF DUTIES: Performs clerical and/or technical work assignments in one or more of three broad areas of military personnel work which represent the most difficult and challenging problems, and involve results, decisions and recommendations which significantly affect the military career of individuals. Prepares and processes unusual and non-routine military personnel staffing transactions involving such things as direct appointments from civilian or military status, prior service enlistment's, pilot/navigator/weapons systems officer trainee programs, officer/warrant officer training programs, federal recognition problems, transfers, classification and other board generated actions, selective retention actions, retirements, administrative waivers, line of duty investigations, and other difficult individual cases which require highly specialized and technical knowledge of personnel regulations and interpretive decisions. Carries out various duties and responsibilities associated with military personnel status actions, to include the maintenance and application of information and data contained in individual personnel records. Performs other duties as assigned. A more comprehensive description of the duties of the position may be found in position description F9584000. A copy is located in HRO.

QUALIFICATIONS: GS-06

GENERAL EXPERIENCE: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED EXPERIENCE: Must demonstrate nine (9) months experience in which the Knowledge, Skills, and Abilities as described below have been attained: ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

- A. Knowledge of laws, rules, regulations and precedents relating to military personnel programs.
- B. Skill in oral and written communication in expressing and securing information.
- C. Ability to interpret and apply rules and regulations.
- D. Knowledge of military organizational structure.

CURRENT UNIT OF ASSIGNMENT, AFSC/SSI, AND MILITARY GRADE MUST BE INCLUDED ON APPLICATION
(INCOMPLETE APPLICATIONS WILL NOT BE RATED)